
Maricopa Public Library Exhibits & Display Policy

***NOTE: Exhibitors are required to complete the
Request for Exhibit / Display Space form***

PURPOSE

In keeping with its role within the community, the Maricopa Public Library believes in serving the community as a source and focal point for reading and providing education in a variety of forms, to both children and adults. Such information may be in the form of brochures, fliers, notices, announcements, photographs, displays and exhibits.

Displaying or exhibiting collections of materials by the library does not constitute or infer an endorsement of the content or composition of any exhibit or display. The sole purpose of providing space for displays and/or exhibits is to offer a source for the visual display of such materials or items from time to time as deemed appropriate.

The following guidelines shall apply to any group, organization or individual requesting exhibit / display space as well as any materials to be considered for exhibit or display:

1. **Qualifying organizations or groups:** Display or exhibit space is open to organizations, groups or individuals engaged in educational, cultural, intellectual or charitable activities. Charitable or non-profit status per IRS statutes is not a requirement, however preference will be given to any registered non-profit, charitable or other such designated group.
 2. **Prior approval required:** All content / subject material must receive prior approval from the Maricopa Library, who shall have sole discretion to approve, disapprove or modify the content and/or composition of any display in accordance with City of Maricopa code, policy, or as set forth by these guidelines. Maricopa Library reserves the right to amend these guidelines at any time.
 3. **Samples required:** Samples representative of the content and composition of all displays must be submitted or reviewed at the time the request for space is submitted. Samples may be presented in-person or electronically and will be reviewed by Library staff. Failure to submit samples as requested may be sufficient grounds for disapproval.
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4. **Content & composition:** The Maricopa Library is a public place used by all members of the community. Library reserves the right to deny approval for content or composition deemed inappropriate or otherwise unsuitable for general audiences. **Content and composition suitable for all ages will be a primary consideration for all requests.** The Library reserves the right to grant approval to content and/or composition of any exhibit or display and may reject or otherwise limit any part of an exhibit or may request the manner in which such material(s) may be displayed.
5. **Normal library operation; disruption prohibited:** Disruption of the normal routine or operation of the Library as a result of any exhibit or display is strictly prohibited.
6. **Content prohibited:** In keeping with the Library's purpose / role as a source of community information, the following prohibited exhibits or displays include, but are not limited to:
 - partisan political materials
 - petitions
 - solicitations of any kind (financial, membership, affiliation, etc.)
 - sales
 - surveys or other materials designed to obtain opinion or quantifiable responses
 - content deemed inappropriate for general audiences or of a sensitive, inflammatory or offensive nature
7. **Sales of display or exhibit materials prohibited:** No item displayed or exhibited may be offered for sale or purchase. Displayer / exhibitor may, at their discretion, provide contact information in the form of business cards placed at/near the exhibit or a 3" x 5" card containing displayer's name / organization, email address, web site, and telephone number.
8. **Content preparation for display; storage:** Maricopa Library does not provide supplies or materials required for displays or exhibits. Organizations, groups or individuals must prepare all items properly for placement or display. No storage space will be provided for any items.

9. Display period / set-up / removal; failure to remove items:

- **Display period:** Exhibits or displays are scheduled for a 6-week period from Monday through Saturday. Maricopa Library reserves the right to reserve dates for Library exhibits or displays at their discretion and without prior notice.
- **Set-up:** Displays or exhibits must be installed within three (3) business days of the scheduled date. Library reserves the right to cancel any exhibit or display not installed within such time. Set-up is the sole responsibility of the displayer(s) and will be scheduled by Library staff during normal business hours.
- **Removal:** All items must be removed on or before the final display period date. Removal shall be the sole responsibility of the displayer(s) and will be scheduled by Library staff during normal business hours.
- **Failure to remove items:** Library reserves the right to remove and/or dispose of any display or exhibit left after the conclusion of the scheduled display period.

10. Limited liability; insurance coverage: Maricopa Library and the City of Maricopa do not assume any responsibility or liability for loss, theft or damage of any items displayed or exhibited. Individual, organization or group coverage options are strongly recommended for any item to be displayed or exhibited.

Maricopa Public Library
Request for Exhibit / Display Space
All information becomes a Public Record

*Required information

*Name of Individual Making Request: _____

*Address: _____ ☐ Home ☐ Business

*City: _____ AZ Zip: _____

Phone: (____) _____ Phone: (____) _____

Email: _____

*Name of Group: _____

☐ EIN # _____ ☐ Civic ☐ Social/Cultural ☐ Club ☐ HOA ☐ Other _____

*Display or materials description: (please use the back of this form if necessary). Samples required.

Display Dates: *Monday ____ / ____ /20 to Saturday ____ / ____ /20 (max. 6 week period)

Please note: The following dates are **not available** for public displays / exhibits.

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

***RELEASE** - I have read and agree to abide by the City of Maricopa Public Library *Policy for Displays and Exhibits*. I understand that submission of this request requires prior approval and that the Library reserves the right to reject or otherwise limit content and/or display as per established policy. I further understand that responsibility for displaying any and all materials is mine, or that of that organization herein named above and any and all items placed on display or exhibit are done so at the risk of the exhibitor(s) or persons displaying such items. I agree to comply with all established deadlines for delivery, display and/or removal of items. I further agree to hold harmless the City of Maricopa, Maricopa Public Library, library staff, and Friends of the Maricopa Library from any or all damage, theft, or loss of any item while on display or exhibit.

Signature: _____

Date: _____

Print Name: _____

Title: _____

-----FOR LIBRARY USE ONLY-----

Approved Date: _____ Approved by: _____

Set-up date: _____ to Removal date: _____ Materials list received: ☐ Date: _____

Notes: